

U.S. GOVERNMENT PRINTING OFFICE

Washington, D.C.

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

Research Publications

as requisitioned from the U.S. Government Printing Office (GPO) by the

Department of Agriculture

Single Award

**TERM OF CONTRACT:** The term of this contract is for the period beginning December 1, 2008 and ending November 30, 2009, plus up to two (2) optional 12-month extension period(s) that may be added in accordance with the "OPTION TO EXTEND THE TERM OF THE CONTRACT" clause in SECTION 1 of this contract.

**BID OPENING:** Bids shall be publicly opened at 11 a.m., prevailing Washington, D.C. time, on November 14, 2008.

**BID SUBMISSION:** Submit bid in pre-addressed envelope furnished with solicitation, or send to: U.S. Government Printing Office, Bid Section, Room C-161, Washington, D.C. 20401. Facsimile bids in response to this solicitation are permitted. Facsimile bids may be submitted directly to the GPO Bid Section, FAX No. (202) 512-1782. The Program number and bid opening date must be specified with the bid. Refer to Facsimile Bids in Solicitation Provisions of GPO Contract Terms, GPO Publication 310.2 as revised June, 2001.

**PRODUCTION AREA:** It is assumed that all production facilities used in the manufacture of the product(s) ordered under this contract will be located within a 60-mile radius of zero milestone Washington, D.C.

Any bidder intending to use production facilities outside this area should furnish information, with the bid, which will on its face demonstrate ability to meet the schedule requirements. The determination by the Government of the acceptability of this information in no way relieves the successful bidder of the responsibility for compliance with these schedule requirements.

Abstracts of contract prices are available at <http://winapps.access.gpo.gov/ppd/abstracts/central/default.asp>

For information of a technical nature call Denise Johnson 202-512-1164 (No collect calls).

## SECTION 1.- GENERAL TERMS AND CONDITIONS

**GPO CONTRACT TERMS:** Any contract which results from this Invitation for Bid will be subject to the applicable provisions, clauses, and supplemental specifications of GPO Contract Terms (GPO Pub. 310.2, effective December 1, 1987 (Rev. 6-01)) and GPO Contract Terms, Quality Assurance through Attributes Program (GPO Pub. 310.1, effective May 1979 (Rev.8-02)).

**QUALITY ASSURANCE LEVELS AND STANDARDS:** The following levels and standards shall apply to these specifications:

**Product Quality Levels:**

- (a) Printing (page related) Attributes -- Level II.
- (b) Finishing (item related) Attributes -- Level II.

**Inspection Levels (from ANSI/ASQC Z1.4):**

- (a) Non-destructive Tests - General Inspection Level I.
- (b) Destructive Tests - Special Inspection Level S-2.

**Specified Standards:** The specified standards for the attributes requiring them shall be:

<u>Attribute</u>	<u>Specified Standard</u>
P-7. Type Quality and Uniformity	O.K. Press Sheets
P-8. Halftone Match (Single and Double Impression)	O.K. Press Sheets
P-9. Solid and Screen Tint Color Match	O.K. Press Sheets
P-10. Process Color Match	O.K. Press Sheets

**Special Instructions:** In the event that inspection of press sheets is waived by the Government, the following listed alternate standards (in order of precedence) shall become the Specified Standards:

- P-7. Camera copy; Approved proofs; Average type dimension in publication.
- P-8. Camera copy; Approved proofs; Average type dimension in publication.
- P-9. Government furnished sample, color swatch, Pantone Matching System color.
- P-10. Government furnished sample, Approved proofs.

**OPTION TO EXTEND THE TERM OF THE CONTRACT:** The Government has the option to extend the term of this contract for a period of 12 months by written notice to the contractor not later than 30 days before the contract expires. If the Government exercises this option, the extended contract shall be considered to include this clause, except, the total duration of the contract may not exceed three (3) years as a result of, and including, any extension(s) added under this clause. Further extension may be negotiated under the "Extension of Contract Term" clause. See also "Economic Price Adjustment" for periodic pricing adjustment(s).

**EXTENSION OF CONTRACT TERM:** At the request of the Government, the term of any contract resulting from this solicitation may be extended for such period of time as may be mutually agreeable to the GPO and the contractor.

**ECONOMIC PRICE ADJUSTMENT:** The pricing under this contract shall be adjusted in accordance with this clause, provided that in no event will any pricing adjustment be made that would exceed the maximum permissible under any law in effect at the time of the adjustment. There will be no adjustment for orders placed during the first period specified below. Pricing will thereafter be eligible for adjustment during the second and any succeeding performance period(s). For each performance period after the first, a percentage figure will be calculated as described below and that figure will

be the economic price adjustment for that entire next period. Pricing adjustments under this clause are not applicable to reimbursable postage or transportation costs, or to paper, if paper prices are subject to adjustment by separate clause elsewhere in this contract.

For the purpose of this clause, performance under this contract will be divided into successive periods. The first period will extend from the beginning of the contract to November 30, 2009, and the second and any succeeding period(s) will extend for 12 months from the end of the last preceding period, except that the length of the final period may vary. The first day of the second and any succeeding period(s) will be the effective date of the economic price adjustment for that period.

Pricing adjustments in accordance with this clause will be based on changes in the seasonally adjusted "Consumer Price Index For All Urban Consumers - Commodities Less Food" (Index) published monthly in the CPI Detailed Report by the U.S. Department of Labor, Bureau of Labor Statistics.

The economic price adjustment will be the percentage difference between Index averages as specified in this paragraph. An index called the variable index will be calculated by averaging the monthly Indexes from the 12-month interval ending 3 months prior to the beginning of the period being considered for adjustment. This average is then compared to the average of the monthly Indexes for the 12-month interval ending August 31, 2008, called the base index. The percentage change (plus or minus) of the variable index from the base index will be the economic price adjustment for the period being considered for adjustment.

The Government will notify the contractor by contract modification specifying the percentage increase or decrease to be applied to invoices for orders placed during the period indicated. The contractor shall apply the percentage increase or decrease against the total price of the invoice less reimbursable postage or transportation costs and separately adjusted paper prices. Payment discounts shall be applied after the invoice price is adjusted.

**ASSIGNMENT OF JACKETS, PURCHASE AND PRINT ORDERS:** A GPO jacket number will be assigned and a purchase order issued to the contractor to cover work performed. The purchase order will be supplemented by an individual "print order" for each job placed with the contractor. The print order, when issued, will indicate the quantity to be produced and any other information pertinent to the particular order.

**PREAWARD SURVEY:** In order to determine the responsibility of the prime contractor or any subcontractor, the Government reserves the right to conduct an on-site preaward survey at the contractor's facility or to require other evidence of technical, production, managerial, financial, and similar abilities to perform, prior to the award of a contract.

**POSTAWARD CONFERENCE:** The total requirements of the job as indicated in these specifications will be reviewed by Government representatives with the contractor's representatives at the GPO, Washington, D.C., immediately after award.

**ORDERING:** Items to be furnished under the contract shall be ordered by the issuance of print orders by the Government. Orders may be issued under the contract from December 1, 2008 to November 30, 2009, plus for such additional period(s) as the contract is extended. All print orders issued hereunder are subject to the terms and conditions of the contract. The contract shall control in the event of conflict with any print order. A print order shall be "issued", for purposes of the contract, when it is either deposited in the U.S. Postal Service mail or otherwise furnished to the contractor in conformance with the schedule.

**REQUIREMENTS:** This is a requirements contract for the items and for the period specified herein. Shipment/delivery of items or performance of work shall be made only as authorized by orders issued in accordance with the clause entitled "Ordering". The quantities of items specified herein are estimates only, and are not purchased hereby. Except as may be otherwise provided in this contract, if the Government's requirements for the items set forth herein do not result in orders in the amounts or quantities described as "estimated", it shall not constitute the basis for an equitable price adjustment under this contract.

Except as otherwise provided in this contract, the Government shall order from the contractor all the items set forth which are required to be purchased by the Government activity identified on page 1.

The Government shall not be required to purchase from the contractor, requirements in excess of the limit on total orders under this contract, if any.

Orders issued during the effective period of this contract and not completed within that time shall be completed by the contractor within the time specified in the order, and the rights and obligations of the contractor and the Government respecting those orders shall be governed by the terms of this contract to the same extent as if completed during the effective period of this contract.

If shipment/delivery of any quantity of an item covered by the contract is required by reason of urgency prior to the earliest date that shipment/delivery may be specified under this contract, and if the contractor will not accept an order providing for the accelerated shipment/delivery, the Government may procure this requirement from another source.

The Government may issue orders which provide for shipment/delivery to or performance at multiple destinations.

Subject to any limitations elsewhere in this contract, the contractor shall furnish to the Government all items set forth herein which are called for by print orders issued in accordance with the "Ordering" clause of this contract.

GPO Publication 310.2, GPO Contract Terms, Contract Clause 5. Disputes, is hereby replaced with the June, 2008 clause found at [www.gpo.gov/printforms/pdf/contractdisputes.pdf](http://www.gpo.gov/printforms/pdf/contractdisputes.pdf). This June 2008 clause also cancels and supersedes any other disputes language currently included in existing contractual actions.

## SECTION 2.- SPECIFICATIONS

**SCOPE:** These specifications cover the production of perfect-bound, loose-leaf, and saddle-stitched, separate-covered pamphlets and books requiring such operations as electronic prepress, printing (including four-color process), binding, packing, and distribution.

**TITLE:** Research Publications.

**FREQUENCY OF ORDERS:** Approximately 20 orders per year.

**QUANTITY:** Approximately 200 to 11,000 copies per order. (Occasional orders may be placed for up to 30,000 copies, however, the majority of orders are for approximately 1,500 copies or less.)

**NUMBER OF PAGES:** Approximately 2 to 352 pages per order. (Occasional order may be placed with up to 732 pages.)

**TRIM SIZE:** Various trim sizes will be ordered as follows:

5-3/8 x 8-1/2"

8-3/8 x 10-7/8"

8-1/2 x 11"

The majority of orders will be for the 8-1/2 x 11" size.

**GOVERNMENT TO FURNISH:** Camera copy consisting of line art, and black and white and/or full color photoprints to be reproduced at various focuses. Film negatives.

### Electronic Media:

**Platform:** MacIntosh or IBM-compatible based systems.

**Storage Media:** 3.5 inch high density disk or CD-ROM.

**Software:** Adobe PageMaker or Quark Xpress, Adobe Illustrator, Macromedia Freehand; and/or Adobe Photoshop.

**Note:** All software upgrades (for specified applications) which may occur during the term of the contract must be supported by the contractor.

**Fonts:** All printer and screen fonts will be furnished.

Contractor is cautioned that furnished fonts are the property of the Government and/or its originator. All furnished fonts are to be eliminated from the contractor's archive immediately after completion of the contract.

**Additional:** GPO Form 952 (Desktop Publishing - Disk Information).

**Information** A visual of the furnished electronic files will be provided. Pantone Matching System and CMYK are used for color identification.

A supply of Blue Labels and Selection Certificates for shipping Departmental Random Copies.

One (1) reproduction proof, Form 905 (R. 6/03) with labeling and marking specifications.

Identification markings such as register marks, commercial identification marks of any kind, etc., except GPO imprint, form number, and revision date, carried on copy or film, must not print on finished product.

**CONTRACTOR TO FURNISH:** All materials and operations, other than those listed under "GOVERNMENT TO FURNISH", necessary to produce the products in accordance with these specifications.

**ELECTRONIC PREPRESS:** Contractor will be required to scan all furnished photoprints and place them into correct position in the electronic files. Contractor to create media for varnishing.

Prior to image processing, contractor shall perform a basic check (preflight) of the furnished media and publishing files to assure correct output of the required reproduction image. Any errors, media damage, or data corruption that might interfere with proper file image processing must be reported to the ordering agency.

The contractor is responsible for creating and/or altering any necessary trapping, setting proper screen angles and screen frequency, and defining file output selection for the imaging device being utilized. Furnished files must be imaged as necessary to meet the assigned Quality Level.

When required by the Government, the contractor shall make minor revisions to the electronic file, which may include color corrections to digital furnished images. It is anticipated that the Government will make all major revisions. Prior to making revisions, contractor shall copy the furnished file and make all changes to the copy.

Upon completion of each order, the contractor must furnish final production native application files with the furnished material. The digital deliverables must be an exact representation of the final finished product and shall be returned on the same type of storage media as was originally furnished. In addition, individual .tif's for all high resolution images must be furnished. Scanned photos are to be linked, not embedded into the page. Scans are to be in a separate directory.

The Government will not accept, as digital deliverables, Postscript files, Adobe Acrobat, Portable Document Format (PDF) files, or any proprietary file formats other than those supplied, unless specified by the Government.

**REPRODUCIBLES:** Contractor must make all reproducibles required, in accordance with the furnished material. Contractor must scan all halftones for clarity. All screens are to be minimum 175-line screen or finer.

An occasional full color photoprint will print in a single color or as a duotone

Contractor to create media for varnish. An occasional order may require strip-ins.

**PROOFS:** When ordered, one (1) set of digital color-content proofs. At contractor's option, a film-based composite blueline may be submitted, provided direct to plate is used to produce the final product. Proofs must be created using the same Raster Image Processor (RIP) that will be used to produce the product. Proofs shall be collated with all elements in proper position (not pasted up), imaged face and back and trimmed and folded to the finished size of the product.

One (1) set of digital one-piece composite laminated color proofs (Kodak Approval, Screen TrueRite, Dupont Thermal Waterproof, Polaroid PolaProof, CreoSpectrum, or Fuji Final Proof) with a minimum resolution of 2400 dpi are required (indicate margins) on the actual production stock. At contractor's option, a film-based composite laminated color proof on the actual production stock may be submitted provided direct to plate is used to produce the final product. The make and model number of the proofing system utilized shall be furnished with the proofs. These proofs must have all elements in proper position. The proofs must contain color control bars, tint patches and dot gain scale (such as Brunner, GATF, GRETAG, or RIT) repeated consecutively across the sheet. Proofs will be used for color match on the press and must show dot structure. Sublimation, inkjet, photographic, and overlay proofs are not acceptable. The make and model number of the proofing system utilized shall be furnished with the proofs.

**Note:** For spot color jobs, Pantone colors may be substituted with a similar color but may not be built. At agency's option, contractor to submit ink draw downs on actual production stock. Half of the ink draw down must contain the required varnish or aqueous coating, as specified.

STOCK/PAPER: The specifications of all paper furnished must be in accordance with those listed herein or listed for the corresponding JCP Code numbers in the "Government Paper Specification Standards No. 12" dated February 2008.

Color of paper furnished shall be of a uniform shade and a close match by visual inspection of the JCP and/or attached color sample(s). The Contracting Officer reserves the right to reject shipments of any order printed on paper the color of which, in his opinion, materially differs from that of the color sample(s).

All text stock used in each copy must be of a uniform shade. All cover stock must have the grain parallel to the spine. Color may be achieved by surface tinting both sides.

The stock to be used will be indicated on each Print Order.

- Text: White Offset Book, Basis Weight: 50 or 60 lbs per 500 sheets, 25 x 38", equal to JCP Code A60.  
Colored Writing, Basis Weight: 20 lbs per 500 sheets, 17 x 22", equal to JCP Code D10.  
White Litho (Gloss) Coated Book, Basis Weight: 70 lbs per 500 sheets, 25 x 38", equal to JCP Code A180.  
White Matte Coated Offset Book, Basis Weight: 70 lbs per 500 sheets, 25 x 38", equal to JCP Code A240.
- Cover: White or Colored Vellum Finish Cover, Basis Weight: 50 lbs per 500 sheets, 20 x 26", equal to JCP Code L20.  
White Litho (Gloss) Coated Cover, Basis Weight: 80 lbs per 500 sheets, 20 x 26", equal to JCP Code L10.  
White No. 1 Dull Coated Cover, Basis Weight: 80 lbs per 500 sheets, 20 x 26", equal to JCP Code L61.  
White or Colored Index, Basis Weight: 110 lbs per 500 sheets, 25-1/2 x 30-1/2", equal to JCP Code K10.

PRINTING: Print head-to-head as ordered:

- Covers 1 - 4: In black ink or a color other than black; or  
In black ink plus one additional color; or  
In two Pantone colors; or  
In four-color process.

When ordered, varnish Covers 1 & 4 with a clear non-yellowing varnish. Backstrip prints occasionally and will be considered part of Cover 1.

- Text: In black ink or a color other than black; or  
In black ink plus one additional color; or  
In two Pantone colors; or  
In four-color process.

When ordered, some text pages may require a spot gloss varnish (after printing).

Cover and text may not print in the same ink colors. All inks must be soy/vegetable based premium grade, superior quality. Black ink must be maximum density halftone, high gloss ink. Ultra violet inks are not acceptable. Match Pantone number as indicated on the Print Order.

PRESS SHEET INSPECTION: Final makeready press sheets may be inspected and approved at the contractor's plant for the purpose of establishing specified standards for use during the actual press run. Upon approval of the sheets, contractor is charged with maintaining those standards throughout the press run (within QATAP tolerances when applicable) and with discarding all makeready sheets that preceded approval. When a Press Sheet Inspection is required, it will be specified on the individual Print Order. See GPO Publication 315.3 (Guidelines for Contractors Holding Press Sheet Inspections) dated June 2003.

Note: A Press Sheet Inspection is for the purpose of setting specific standards that are to be maintained throughout the entire run. It does not constitute a prior approval of the entire run.

Press sheets must contain control bars for each color of ink on the sheet. Control bars must be placed parallel to the press's ink rollers. The control bars must show areas consisting of 3/16 x 3/16" minimum solid color patches; tint patches of 25, 50, and 75%, dot gain scale (such as, BRUNNER, GATF, GRETAG, OR RIT) and gray balance patches for process color (if applicable). These areas must be repeated across the entire sheet. Density must be constant across the full width of the sheet with deviations not to exceed plus or minus 5%.

MARGINS: Should camera copy be furnished with trim marks or special instructions, the trim marks or the special instructions on the camera copy will supersede the margins in the contract.

Loose-leaf:	Head- 1/2"; bind 3/4"; unless otherwise indicated on the Print Order or camera copy.
Perfect bound:	Head- 1/2"; bind 3/4"; unless otherwise indicated on the Print Order or camera copy.
Saddle Stitch:	Head 1/2", bind 1/2";

Occasional orders may contain pages that bleed up to three sides. Four-color process covers may bleed up to three sides.

BINDING: Bind as indicated on the Print Order. Various binding styles will be ordered as follows:

4-page product:	Fold and trim three sides.
Loose-leaf:	Side-wire stitch in one or two places and trim four sides (or perforate on fold with agency prior approval).
Perfect Bind:	Perfect bind text and wraparound cover; trim three sides.
Saddle Stitch:	Saddle-wire stitch in two places and trim three sides. Each product must contain complete 4-page signature after trimming. Single leaves connected with a lip (i.e., binding stub) to left or right side of stitches will not be allowed.

An occasional order consisting of 12 pages or less may require up to two additional folds.

DRILLING: When ordered, drill three round holes 4-1/4" center to center for 8-1/2 x 11" publications or 3-1/2" center to center for 5-3/8 x 8-1/2" publications. Position and size of holes will be specified on the Print Orders.

PERFORATION: When ordered, perforate (slit or slot, with or without ink) along the entire long dimension, 1/4 or 3/8" from the bind edge.

PACKING: Shrink-film wrap in units as specified on Print Order.

Pack in shipping containers. Pallets are required.

Shipping containers shall have a minimum bursting strength of 275 pounds per square inch or a minimum edge crush test (ECT) of 44 pounds per inch width.

LABELING AND MARKING (Package and/or Container label): Reproduce shipping container label from furnished repro, fill in appropriate blanks and attach to shipping containers.



DEPARTMENTAL RANDOM COPIES (BLUE LABEL): All orders must be divided into equal sublots in accordance with the chart below. A random copy must be selected from each subplot. Do not choose copies from the same general area in each subplot. The contractor will be required to execute a statement furnished by GPO certifying that copies were selected as directed. The random copies constitute a part of the total quantity ordered, and no additional charge will be allowed.

<u>Books</u>		<u>Forms</u>	
<u>Quantity</u> <u>Ordered</u>	<u>Number of</u> <u>Sublots</u>	<u>Quantity</u> <u>Ordered</u>	<u>Number of</u> <u>Sublots</u>
500 - 3,200	50	12,000 - 35,000	125
3,201 - 10,000	80	35,001 and over	200
10,001 - 35,000	125		
35,001 and over	200		

These randomly selected copies must be packed separately and identified by a special government-furnished blue label, affixed to each affected container. The container and its contents shall be recorded separately on all shipping documents and sent in accordance with the distribution list to the destination receiving the largest number of department copies.

A copy of the PRINT ORDER/SPECIFICATION and a signed Government-furnished Certificate of Selection, must be included.

A copy of the Government-furnished certificate must accompany the invoice sent to GPO, Financial Management Service, for payment. Failure to furnish the certificate may result in delay in processing the invoice.

QUALITY ASSURANCE RANDOM COPIES: In addition to the Departmental Random Copies (Blue Label), the contractor may be required to submit Quality Assurance Random Copies to test for compliance against the specifications. The Print Order will indicate the number required, if any. When ordered, the contractor must divide the entire order into equal sublots and select a copy from a different general area of each subplot. The contractor will be required to execute a statement furnished by GPO certifying that copies were selected as directed. Copies will be paid for at the Running rate offered in the contractor's bid and their cost will not be a consideration for award.

Business Reply Mail labels will be furnished for mailing the Quality Assurance Random Copies. The copies are to be mailed at the same time as the first scheduled shipment. A copy of the Print Order must be included.

A U.S. Postal Service approved Certificate of Mailing, identified by Program, Jacket, and Print Order Numbers, must be furnished with billing as evidence of mailing.

DISTRIBUTION: Complete addresses and quantities will be furnished with the Print Orders. Inside delivery to room number specified is required.

Deliver f.o.b. destination to approximately one to eight addresses within the commercial zone of Washington, D.C. including Laurel, MD. Inside delivery may be required at some destinations.

Ship f.o.b. contractor's city when indicated to approximately 5 to 25 destinations outside of the Washington, D.C. area. Inside deliveries may be required.

A single shipment or several shipments totaling 120 pounds or less scheduled for shipment on the same day to a single destination are to be sent by reimbursable Parcel Post or Small Parcel Carrier, whichever method is most economical to the Government unless otherwise instructed. However, shipments to APO, FPO, and Post Office addresses, regardless of total weight of shipment, must be made by reimbursable U.S. Postal Service.

Government Bills of Lading will be furnished by the GPO for all shipments requiring a Bill of Lading. The contractor must combine on one Bill of Lading (and a continuation sheet, if required) all orders scheduled for shipment to a single destination on the same day.

In the event an advance supply of partially completed Government Bills of Lading (GBL) are furnished, the contractor shall type in all necessary information as instructed on either GPO Form 2153 or 2344 for each shipment. Distribution of each GBL for each shipment will be as instructed on one of GPO Forms 276 through 281. GBL's furnished for one Government department or agency shall not be used for another.

Within five workdays after completion of each order, all furnished material and Digital Deliverables must be returned to address indicated on the Print Order.

All expenses incidental to returning materials and furnishing sample copies must be borne by the contractor.

**SCHEDULE:** Adherence to this schedule must be maintained. Contractor must not start production of any job prior to receipt of the individual Print Order (GPO Form 2511).

Furnished material and proofs must be picked up from and delivered to: USDA, OC, Creative Services Center, Printing Branch, 1400 Independence Avenue, SW, Room 501A, Washington, D.C. 20250, unless otherwise indicated on the Print Order.

No definite schedule for pickup of material can be predetermined. The following schedule begins the workday after notification of the availability of Print Order and furnished material; the workday after notification will be the first workday of the schedule.

Contractor must produce and deliver/ship orders of 750,000 pages or less, (printed or blank) within three (3) workdays.

Contractor must produce and deliver/ship orders over 750,000 pages within three (3) workdays plus one (1) additional workday for each additional 120,000 pages, or fraction thereof, in excess of the first 750,000 pages (printed or blank) of each order.

When proofs are required, five (5) additional workdays will be added to the schedule (contractor to submit proofs within two (2) days; agency will hold proofs three (3) workdays).

Orders requiring four-color process printing will be allowed a total of 10 workdays (including proofs).

**Note:** The first workday after receipt of proofs in the department is day one of the hold time. All proof and transit time included in the schedule.

The ship/deliver date indicated on the Print Order is the date products ordered for delivery f.o.b. destination must be delivered to the destination(s) specified.

Contractor must notify the GPO of the date and time the Press Sheet Inspection can be performed. In order for proper arrangements to be made, notification must be given at least 48 hours prior to the inspection. Notify the U.S. Government Printing Office, (202) 512-1162. Telephone calls will only be accepted between the hours of 8:00 am and 2:00 pm, prevailing Eastern Time.

**Note:** See contract clauses, paragraph 14 (e)(1), Inspections and Tests of GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 6-01)). When supplies are not ready at the time specified by the contractor for inspection, the Contracting Officer may charge to the contractor the additional cost of the inspection.

The ship/deliver date indicated on the Print Order is the date products ordered for shipment by f.o.b. contractor's city must be picked up by or delivered to the carrier.

Unscheduled material such as shipping documents, receipts or instructions, delivery lists, labels, etc., will be furnished with each order or shortly thereafter. In the event such information is not received in due time, the contractor will not be relieved of any responsibility in meeting the shipping schedule because of failure to request such information.

Upon completion of each order, the contractor is to notify the U.S. Government Printing Office of the date of shipment. Call (202) 512-0516 or 0517; callers outside the Washington, D.C. area may call toll free 1-800-424-9470 or 9471.

### SECTION 3.- DETERMINATION OF AWARD

The Government will determine the lowest bid by applying the prices offered in the "SCHEDULE OF PRICES" to the following units of production which are the estimated requirements to produce one year's production under this contract. These units do not constitute, nor are they to be construed as, a guarantee of the volume of work which may be ordered for a like period of time.

The following item designations correspond to those listed in the "SCHEDULE OF PRICES."

- I. (a) 628
- (b) 735
- (c) 1
- (d) 1,264
- (e) 112
- (f) 2

- II. (1) (2)
- (a) 24 192
- (b) 24 192
- (c) 1 70
- (d) 4 355
- (e) 432 6,328
- (f) 44 880
- (g) 784 9,243
- (h) 44 880
- (i) 7 65
- (j) 7 152
- (k) 7 117
- (l) 51 577
- (m) 2 60

- III. (a) 686
- (b) 3,704
- (c) 1,957
- (d) 2,876
- (e) 140
- (f) 38
- (g) 20
- (h) 264
- (i) 281
- (j) 50
- (k) 20

- IV. (a) 8
- (b) 494
- (c) 303

#### SECTION 4.- SCHEDULE OF PRICES

Bids offered are f.o.b. contractor's city for all shipments sent under Government Bills of Lading and/or Postage and Fees paid labels and f.o.b. destination for all other shipments.

Prices must include the cost of all required materials and operations for each item listed in accordance with these specifications.

Bidder must make an entry in each of the spaces provided. Bids submitted with any obliteration, revision, or alteration of the order and manner of submitting bids, may be declared nonresponsive.

An entry of NC (No Charge) shall be entered if bidder intends to furnish individual items at no charge to the Government.

Bids submitted with NB (No Bid) or blank spaces for an item may be declared nonresponsive.

The Contracting Officer reserves the right to reject any offer that contains prices for individual items of production (whether or not such items are included in the Determination of Award) that are inconsistent or unrealistic in regard to other prices in the same offer or to GPO prices for the same operation if such action would be in the best interest of the Government.

All vouchers submitted to the GPO shall be based on the most economical method of production.

Prices must include the cost of all required materials and operations for each item listed in accordance with these specifications.

Cost of all required paper must be charged under Item III.

Fractional parts of 100 will be prorated at the per-100 rate.

I. PREPRESS: One basic charge will be allowed for each color on each printed trim size page or side (face or back) of the product.

No charges will be allowed for films furnished by the Government.

A backstrip, if required, shall be considered part of Cover 1; a separate charge for a backstrip will not be allowed.

(a) Trim/Page-size unit produced from camera copy ..... per color/per page .....\$\_\_\_\_\_

(b) Trim/Page-size unit produced from electronic file..... per color/per page .....\$\_\_\_\_\_

(c) Graphics ..... per graphic .....\$\_\_\_\_\_

Note: A graphics charge will be allowed for an element that is not furnished in position on the Government furnished material and/or that requires scanning or a separate exposure. Price offered should include the cost of all materials and operations required to produce the graphic in its final form.

---

(Initials)

I. PREPRESS: (cont.)

- (d) Digital color content proofs..... per trim/page-size unit.....\$\_\_\_\_\_
- (e) One-piece laminated composite color proofs ..... per trim/page-size unit.....\$\_\_\_\_\_
- (f) System Timework..... per hour .....\$\_\_\_\_\_

Electronic prepress operations which cannot be properly classified under any other item shall be charged as "System Timework". Any charge made under "System Timework" must be supported by a statement outlining in detail the operation for which payment is claimed. In case of dispute, the contracting officer reserves the right to be the final judge as to the operations and/or number of hours chargeable under Item (f).

II. PRINTING, BINDING, AND PACKING: Prices offered must be all-inclusive for printing, binding, Digital Deliverables, and packing in accordance with these specifications, and shall include the costs of all required materials (except paper) and operations, as applicable to the binding style(s) ordered, in its respective format, as defined in SECTION 2.-SPECIFICATIONS. Cost of all required paper must be charged under Item "III. PAPER."

"Each Additional Color": For products printing in one or more Pantone color(s) in addition to the original single ink color, a charge will be allowed only for the pages (text or cover) actually printed with the additional color(s).

<u>Makeready and/or Setup</u> (1)	<u>Running Per 100 Copies</u> (2)
--	--

LOOSE-LEAF:

- (a) Printing in a single ink color ..... per page .....\$\_\_\_\_\_ \$\_\_\_\_\_
- (b) Printing in four-color process ..... per page .....\$\_\_\_\_\_ \$\_\_\_\_\_

FOUR-PAGE PRODUCTS:

- (c) Printing in a single ink color ..... per product .....\$\_\_\_\_\_ \$\_\_\_\_\_
- (d) Printing in four-color process ..... per product .....\$\_\_\_\_\_ \$\_\_\_\_\_

SADDLE STITCHED PRODUCTS:

- (e) Printing in a single ink color ..... per page .....\$\_\_\_\_\_ \$\_\_\_\_\_
- (f) Printing in four-color process ..... per page .....\$\_\_\_\_\_ \$\_\_\_\_\_

PERFECT-BOUND PRODUCTS:

- (g) Printing in a single ink color ..... per page .....\$\_\_\_\_\_ \$\_\_\_\_\_
- (h) Printing in four-color process ..... per page .....\$\_\_\_\_\_ \$\_\_\_\_\_

\_\_\_\_\_  
(Initials)

<u>Makeready and/or Setup</u> (1)	<u>Running Per 100 Copies</u> (2)
--	--

SEPARATE COVERS:

- |  |                          |          |          |
|--|--------------------------|----------|----------|
| (i) Printing in a single ink color ..... | per complete cover ..... | \$ _____ | \$ _____ |
| (j) Printing in four-color process ..... | per complete cover ..... | \$ _____ | \$ _____ |
| (k) Varnishing cover 1 and 4 .....       | per complete cover ..... | \$ _____ | \$ _____ |

ADDITIONAL OPERATIONS:

- |  |                          |          |          |
|--|--------------------------|----------|----------|
| (l) Each Additional Color: Printing text or cover in a color in addition to the first single ink color charged for under line items II. 1 – 5 (a)<br>..... | per color/per page ..... | \$ _____ | \$ _____ |
| (m) Spot Varnish Text .....  | per page .....           | \$ _____ | \$ _____ |

III. PAPER: Payment for all paper supplied by the contractor under the terms of these specifications, as ordered on the individual Print Orders, will be based on the net number of leaves furnished for the products ordered in the applicable format group. The cost of any paper required for makeready or running spoilage must be included in the prices offered.

Computation of the net number of leaves will be based on the following:

Text - Each page-size leaf.

Covers - Two page-size leaves will be allowed for each complete cover. Prices offered must include the cost of paper for spine, when required.

Per 100 leaves

TEXT:

- |   |          |
|---|----------|
| (a) White Offset Book – 50-lb. ....       | \$ _____ |
| (b) White Offset Book – 60-lb. ....       | \$ _____ |
| (c) White Litho Coated Book – 70-lb. .... | \$ _____ |
| (d) White Matte Coated Book – 70-lb. .... | \$ _____ |
| (e) Colored Writing – 20-lb. ....         | \$ _____ |

COVERS:

- |   |          |
|---|----------|
| (f) White Vellum-Finish Cover – 50-lb. ....   | \$ _____ |
| (g) Colored Vellum-Finish Cover – 50-lb. .... | \$ _____ |
| (h) White Litho Coated Cover – 80-lb. ....    | \$ _____ |
| (i) White Dull Coated Cover – 80-lb. ....     | \$ _____ |
| (j) White Index – 110-lb. ....                | \$ _____ |
| (k) Colored Index – 110-lb. ....              | \$ _____ |

\_\_\_\_\_  
(Initials)

IV. ADDITIONAL OPERATIONS:

(a) Shrink-film packaging.....per package .....\$\_\_\_\_\_

(b) Drilling .....per 100 leaves .....\$\_\_\_\_\_

When drilling pamphlets or books with separate covers, each thickness of cover stock will be counted as three (3) leaves.

(c) Perforating off fold..... per leaf/per 100 copies .....\$\_\_\_\_\_

My production facilities are located within the assumed area of production..... yes \_\_\_\_\_ no \_\_\_\_\_

NOTICE: Bidders OUTSIDE the assumed production area specified on page one of these specifications should complete the following information.

1. Proposed carrier(s) for pickup of Government-furnished Material \_\_\_\_\_

a. Number of hours from acceptance of Print Order  
to pickup of Government Furnished Material ..... \_\_\_\_\_

b. Number of hours from pickup of Government-  
Furnished Material to delivery at contractor's plant..... \_\_\_\_\_

2. Proposed carrier(s) for delivery of completed product ..... \_\_\_\_\_

a. Number of hours from notification to carrier  
to pickup of completed product ..... \_\_\_\_\_

b. Number of hours from pickup of completed  
product to delivery at destination..... \_\_\_\_\_

INSTRUCTIONS FOR BID SUBMISSION: Fill out "SECTION 4.--SCHEDULE OF PRICES," initialing or signing each page in the space(s) provided. Submit two copies (original and one exact duplicate) of the "SCHEDULE OF PRICES" with two copies of the GPO Form 910 "BID" form. Do not enter bid prices on GPO Form 910; prices entered in the "SCHEDULE OF PRICES" will prevail.

Bidder \_\_\_\_\_

\_\_\_\_\_  
(City - State)

By \_\_\_\_\_

(Signature and title of person authorized to sign this bid)

\_\_\_\_\_  
(Person to be contacted)

\_\_\_\_\_  
(Telephone Number)

\_\_\_\_\_  
(Fax Number)